

MINUTES

Reading Parking Authority

15 December 2010

The Reading Parking Authority held their meeting on Wednesday, 15 December 2010 at 5:30 P.M. in their office at 613 Franklin Street, Reading, PA.

Board Members Present

George Cook, Chairman

John M. Darlington, Treasurer, Secretary

Mark Cinciosi, Board Member

Mike Polyak, Board Member

Absent

Jack Lantrip, Vice Chairman

Others Present

Lawrence Lee, Executive Director, RPA

James Lillis, Solicitor

Christina Gilfert, Finance Manager, RPA

Guest(s)

Mike Reese, AFSCME Representative

The meeting was called to order by the Chairman of the Board at 5:30 PM.

Public Comments

None

Guest

Mike Reese had no comment.

Reading and Approval of the Minutes

Motion 2010-55 was made by Mr. Polyak to accept the minutes from the previous meeting. The motion was seconded by Mr. Darlington. The motion passed.

Correspondence

None

Executive Director's Report

Convention Center Garage

The Authority received \$1,091,981 from our third grant draw on 12 November 2010. The Authority is owed another \$1,060,121 from the \$6MM grant. The Authority did not use all of the construction money borrowed due to the low bids for the project. Consequently, the Authority paid down \$1.6MM of the \$8.2MM loan from Fulton Bank. The Authority is working hard to close out all outstanding change orders so we may apply for the remaining grant money. The Parking Authority processed the final pay of \$33,900.11 on 7 Dec 10 for Dual Temp (Mechanical Contractor). The Authority also processed a payment of \$369,513.17 to the general contractor. Whiting Turner has \$154,237.60 remaining on their contract. The Authority anticipates closure by the end of the year.

Official Holidays for the Reading Parking Authority for 2011

31 December 2010 - New Year's Day (observed)
17 January – Martin Luther King Day
21 February - President's day
22 April – Good Friday
30 May - Memorial Day
4 July – Independence Day
5 September - Labor Day
11 November - Veteran's Day
24 November – Thanksgiving
25 November – Day After Thanksgiving
26 December – Christmas (observed)

Board of Directors Meetings for 2011

26 January	27 July
23 February	24 August
23 March	28 September
27 April	26 October
25 May	*16 November
22 June	*14 December

(* denoted third Wednesday of the month)

4th and Cherry Warranty Repairs

Perrotto builders completed the warranty repairs on the 4th and Cherry garage.

Out of State Parking Violations

The Parking Authority has abandoned independent collection operations on out of state parking tickets. Suggestions by the administrative courts include: identifying our late notices with "warrant" postings on the envelope for late notices and pursuing license/registration suspensions thru the Pennsylvania legislature for nonpayment of parking fines. The courts are looking at using a collection agency, but only after disposition. Disposition is defined as a guilty plea.

Wells Fargo Contract Changes

The Parking Authority met with the solicitor prior to the board meeting to discuss changes to the Wells Fargo parking agreement. A letter was drafted by the Executive Director requesting any

formal reduction in their parking needs. Follow up will be provided to the board at the January board meeting.

Board of Appeals

The Parking Authority received notification from the PA Department of Revenue of our request to recoup \$5,240.89 for erroneous tax payments for electric usage from MET-ED. Since the Parking Authority is tax exempt, we are seeking restitution for the payment. Our supporting documentation is being reviewed.

Electric Deregulation

The Parking Authority has signed an agreement with Constellation Energy as a result of our bid for electric energy for the Parking Authority. The winning bid was as follows:

6mon - \$.066773

12mon - \$.067023

24mon - \$.068552

36mon - \$.072278

48mon - \$.075545

The Authority pays \$.077 per kw/hr and will save approximately \$22,440 per year on electricity.

Bids were as follows:

<u>Electric Company</u>	<u>6 Months</u>	<u>1 Year</u>	<u>2 Years</u>	<u>3 Years</u>	<u>4 Years</u>
Constellation Energy	.066	.067	.068	.072	.075
Energy 4 Less	N/A	.073	N/A	N/A	N/A
Patriot Energy	N/A	.070	.071	.075	N/A
Direct Energy	N/A	.071	.072	.073	N/A
UGI Energy	N/A	.074	.075	N/A	N/A

*Note: Energy 4 Less submitted bid after the 1:00 PM deadline.

Bridge Loan Closed

The Parking Authority paid \$1,103.83 on 23 November 2010 to METRO Bank to close out our bridge loan for the DoubleTree Convention Center garage.

Test Permit Parking for Open Lot

The Parking Authority has sold two monthly permits for the 6th and Cherry open lot. This is the first time the Authority has sold permits for an open metered parking lot. Restrictions do apply.

Used Equipment Procurement

The Parking Authority has agreed in principle to purchase used federal revenue equipment for two of our exiting garages that currently have aging revenue control equipment. A contract is being developed to cover all aspects of the equipment transfer.

The Parking Authority is striving to complete the modernization of our revenue control equipment in all our parking facilities. We will need an additional \$61,000 to complete the equipment procurement and installation. Benefits of the additional equipment include:

- Reduction in staff
- Pay back in 2 ½ years with the reduction of staff
- Enhanced equipment to give visibility of all revenue transactions
- Automation will eliminate parking enforcement write ups in all garages and keep the PEOs on the street until the end of their shift.
- Allows standard rates per day and removes customer confusion over evening rate structure
- Additional security cameras will protect customers and allow additional security measures to expose parking violators in the garage.
- Standardize equipment will streamline repair parts issues and foster quicker repairs for revenue control equipment.
- Most locations will allow cash and credit card transactions .

Wyndham Garage Stairwell Repair

The Wyndham stair repair has the following timelines:

30 November: Announcement in newspaper

3 December: Pre-bid meeting @ Reading Parking Authority

15 December: Bids due at 1:00 PM. Winning bid announced soon thereafter.

Bid results were as follows:

Bidder	Base Bid	Alternate Bid
Houck Services	\$229,500	\$219,500
Dolan Construction	\$93,000	\$92,000
Burkey Construction	\$84,838	\$80,981
Quinn Construction	\$113,295	\$106,825
Perrotto Builders	\$82,700	\$79,900

The executive director recommended selecting Perrotto Builders after the engineer reviews the bid documents.

IPS Meter Test

Additional fees will apply for the "test" for the IPS meters. Initially, we were instructed that credit card transactions would cost us \$.13 per transaction. However, our clearing house will charge an additional 9% for each transaction; therefore each transaction will cost the Parking Authority approximately \$.30 per transaction. It should be further noted that revenue from ticketing will plummet since the credit card can be "loaded" to accept the maximum amount of time which is mostly two hours across the city. The additional "puck" option will cost an additional \$50 per puck that provides notification of expired meters which also detracts from the bottom line and that does not include the internet fee.

Option #1: Cancel the test and continue with existing meters.

Option #2: Wait to execute the test until 1 Jan 12 and increase the meter fees to \$2.00 per hour.

Option #3: Continue with the test as scheduled.

The board elected to postpone the test until 1 January 2012. A motion was made by Mr. Darlington to postpone the IPS meter test scheduled for January 2011 until January 2012. The motion was seconded by Mr. Cianciosi. The motion passed.

2010 Budget Review

The Finance Manager addressed the status of Budget/Revenue for 2010.

Operating Budget: The Authority is currently \$156,982 under budget. Some line items are paid annually (pension) and can skew the monthly snap shot.

Revenue Report: The Authority is \$8,270 ahead of our revenue from the same period this time last year.

Cash flows: Cash flows are ahead of last year at \$5,124,625. There are a number of high dollar items that are to be paid by the end of the year.

Motions for the Board

1. That the board passes a motion to accept the minutes from the last board meeting.
2. That the board accepts the accounts payable from the previous meeting. Motion 2010-56.
3. That the board approves the holiday schedule for the Reading Parking Authority for 2011.

Motion 2010-57 was made by Mr. Darlington and seconded by Mr. Cianciosi. The motion passed.

4. That the board approves the schedule for board of director monthly meetings for 2011. Motion 2010-58 was made by Mr. Darlington and seconded by Mr. Polyak. The motion passed.

5. That the board of directors authorize the postponement of the IPS meter test scheduled for January 2011 until January 2012. Motion 2010-59 passed.

6. That the board of directors selects Perrotto Builders as the winning bid for the Wyndham stairs replacement project pending review by the structural engineer and solicitor to substantiate and valid the bid as responsive. Further, that if Perrotto's bid is deemed unresponsive that the Executive Director in conjunction with the engineer and solicitor approve the second bidder as responsive after analyzes. Motion 2010-60 was made by Mr. Polyak and seconded by Mr. Cianciosi. The motion passed.

7. That the board approves a motion by Mr. Darlington and seconded by Mr. Polyak to provide a 3% raise for the management team at the Parking Authority commencing on 1 January 2011. Motion 2010-61 passed.

Solicitor's Report

No additional report.

Approval of Accounts Payable

A motion was made by Mr. Cianciosi to accept the previous month's accounts payable and was seconded by Mr. Darlington. Motion 2010-56 passed.

Old Business

None

New Business

None

Other Business

Mr. Polyak asked about unauthorized parking on the Goggle Works open lot for free and walking to work. The executive director explained that he contacted Mr. Gus Zogus, Executive Director of the Goggle Works, and he was not concerned about the free parking by the unauthorized parkers. Since it is a private lot, the Parking Authority cannot issue tickets without the approval of the owner.

Executive Session

There was a brief executive session with personnel issues discussed.
The meeting adjourned at 6:21 PM.

RPA Next Regular Meeting

The next board meeting is scheduled for 26 January 2011.